

[? Help](#)

Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 29331BR**Type of Recruitment** Transfer Opportunity**Department** Mental Health**Position Title** ACCOUNTING SYSTEMS TECHNICIAN**Filing Type** Standard**Filing End Date** 12/20/2013**Filing End Time** 5:00 pm PST**General Information** ****DO NOT APPLY ONLINE****

Interested individuals should submit their résumé, copies of their last two Performance Evaluations to the contact listed below.

Requested materials should be submitted to:

Judith Weigand
Chief , MH Programs Evaluation
600 S. Commonwealth Avenue 2nd Floor, Los Angeles, CA 90005
Email directly to: jweigand@dmh.lacounty.gov
Fax: (213) 252-0233

Requirements Interested individuals who currently hold the payroll title of Accounting Systems Technician are encouraged to apply.**Desirable Qualifications**

- Highly dependable
- Strong verbal and written communication skills
- Performs with a high degree of accuracy
- Excels in analytical thinking
- Computer literate
- Possesses knowledge of Medi-Cal and Medicare claiming
- Audit Experience

Duties

- Leads the audit services Accountants in the review and oversight of the Departments' Service Provider's Fiscal Monitoring Reviews, and/or the Contract Compliance Reviews.
- Analyzes the auditor's findings and recommendations, to ensure consistency of the recommendations with the findings.
- Analyzes the disallowed units of services and the unsupported expenditures identified in the review to determine the accuracy of the calculations and the amount to be recovered.
- Prepares Management memos and reports for each Provider's review.
- Generates monthly an electronic Executive Management report identifying the Providers Reviews that have been completed.

- Generates monthly an electronic report identifying the amount of disallowance in the Provider's Reviews and the collection status.
- Annually, works as the lead in the completion of the ICCP. This includes coordinating site visits of LAC-DMH directly operated facilities.
- Writes policy and procedures for the Audit Services operations.
- Researches statutes, rules, regulations, policies and procedures related to the various assignments.
- Represents the Department in various meetings with the other County departments; and State, Federal, and other public and private agencies in relation to the monitoring functions.

**Vacancy
Information**

The Los Angeles County Department of Mental Health's (LAC-DMH) Compliance Program and Audit Services Bureau (CPAS) is seeking a highly qualified individual interested for the position of Accounting Systems Technician. This position reports to a Fiscal Officer. The duties of this position is to assist the Audit Services section of the Bureau by completing evaluations of audit reports prepared by the Auditor-Controller Contract Monitoring Division, and the respective corrective action plans. In addition, work as a team member to conduct the Internal Control Certification (ICCP) for DMH.

Available Shift

Day

Contact Name

Judith Weigand

Contact Phone

(213) 739-2390

Contact Email

jweigand@dmh.lacounty.gov

Job Type

Technicians

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)